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STANDARD FORM NO. 6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: October 7, 1949

FROM : Acting Chief, Supply Branch (O)

SUBJECT: Monthly Report for September 1949

25X1A6a 25X1A9a 25X1A9a 25X1A6a

During the past month a security survey was conducted of the [redacted] warehouse area, at the request of this office, by representatives of I & S namely Messrs. [redacted] and H. E. [redacted], the undersigned and the Acting Chief, Storage & Issue Section, Mr. [redacted]. From all indications the physical security at [redacted] appears adequate with the exception of guards conducting a complete check through all areas of the buildings inclusive of a patrol of the fence line. A report is to be prepared by I & S and upon completion will be forwarded to your office.

Time limits have been established within the Storage & Issue Section which will be used as a basis for delivery of supplies and equipment and affecting repairs to typewriters. During the ensuing month this office will endeavor to establish a delivery schedule which will be, insofar as possible, adhered to in effecting scheduled deliveries to the various buildings within CIA.

This office has prepared a memorandum listing recommended proposals with respect to responsibility of functions under the jurisdiction of the Covert and Overt Supply Branches which will be made available to your office on 11 October 1949.

A procedure with respect to initiating shipping documents by the Storage & Issue Section, Supply Branch, reflecting items to be delivered via cargo will be prepared and coordinated through your office with Chief, Transportation Division. It is contemplated that this will be accomplished not later than week ending 14 October 1949.

[redacted] 25X1A9a

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VOLUME:

Procurement Section

1. Requisitions:

Total number received	543
Pending bids, clearances, etc	92
Held without action	26
Total number of requisitions completed	425

2. Purchase Orders:

Prepared and issued	818
Pending encumbrance	0
Total amount expended	$141,007.53
Petty Cash and Printing & Binding Estimates	4,083.50
Total expenditures	$145,091.03

Contract Section:

		Vouchered	Unvouchered
1. Contracts completed			
Supply	4	$9,287.05	
Service	0		
Lease	0		
2. Amendments to Contracts completed			
Supply	4		$2,483.00
Service	12	231.00	
Lease	3		
3. Contracts Pending			
Supply	4		
Service	3		
Lease	1		
4. Amendments to Contracts pending			
Supply	2		
Service	6		
Lease	3		
5. PBA Agreements completed			
Supply	1	900.00	
Service	0		
Lease	1	13,401.00	

6. Total authorized obligations..$26,302.05

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Storage and Issue Section:

1. Requisitions:

Received during month	923
Completed	928
Balance on hand	31
Account #1 - Signal Supply Account	182
Account #2 - Office Supplies	312
Account #3 - Office Equipment	293
Account #4 - Operational Supply Account	99
Account #5 - Medical Supply Account	29
Account #6 - General Supplies	8

2. Cargo and Domestic Shipments

Requests	75
Shipments accomplished	60
Total Weight shipped	32,625
Total number of cases shipped	113

3. Miscellaneous

Moving and relocation of equipment in CIA buildings	65
Man-hours required	6,325

4. Typewriter Maintenance and Repairs

Requisitions received during month	100
Requisitions completed during month	97
Requisitions on hand	34
Overhaul and shop work	180
Service calls	100
Total number of machines repaired	280

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